



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 1700.1
N84

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NAVRESINFOSYSOFF NEW ORLEANS INSTRUCTION 1700.1

Subj: SAILOR OF THE QUARTER (SOQ) AND SAILOR OF THE YEAR
(SOY) PROGRAMS

Ref: (a) OPNAVINST 1700.10H
(b) COMNAVRESFOR 1700.1F

Encl: (1) Procedures for the NAVRESINFOSYSOFF SOQ/SOY
Programs
(2) Nomination Letter

1. Purpose. To promulgate guidance for the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) Sailor of the Quarter (SOQ) and Sailor of the Year (SOY) programs per references (a) and (b).

2. Scope. This instruction only applies to NAVRESINFOSYSOFF personnel.

3. Discussion. The command SOQ and SOY Programs have been established to recognize exceptional enlisted personnel who have demonstrated outstanding professional performance, strong leadership abilities, and exemplary personal conduct and appearance.

4. Action. Personnel submitting nomination packages will follow the procedures set forth in enclosure (1).


D. A. WIKENHEISER

Distribution:
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PROCEDURES FOR NAVRESINFOSYSOFF
SAILOR OF THE QUARTER (SOQ)/SAILOR OF THE YEAR (SOY)
PROGRAM

1. Criteria for Selection

a. To be eligible for the award, the nominee must:

(1) be an active duty member serving in paygrades E-4 through E-6.

(2) has a clear conduct record for the 12 months preceding the first day of the quarter for which nominated?

(3) have performed duties in an exemplary manner be of unquestionable high moral character, and have an impressive personal and military appearance.

(4) meet physical readiness standards.

b. SOY. To be eligible for the award, the nominee should have exhibited performance of military duties at a level which qualifies the individual for the Navy Achievement Medal (NAM). Additional qualifications include:

(1) be an active duty member serving in paygrades E-4 through E-6.

(2) have a clear conduct record for the 12 months.

(3) have performed duties in an exemplary manner, be of unquestionable high moral character, and have an impressive personal and military appearance.

(4) meet physical readiness standards for the 12 months.

2. Procedures for Selection

a. SOQ

(1) Nominations will be submitted to the Chairperson, SOQ Board via the nominee's Department Head. Written nominations may be submitted by any command employee. Department Heads will forward only one nomination from each division. Nominations are due to the board Chairperson no later than 10 days following the end of each calendar quarter. Candidate nominations will be reviewed by the command SOQ Board.

(2) Nominations will be submitted in writing, per the format outlined in paragraph five of this enclosure. Nominations must be quarter specifically.

(3) The SOQ Board will be composed of the Duty Director, Senior Naval Officer (SNO), Department Heads, Senior Enlisted Advisor and all Chief Petty Officers. The Senior Naval Officer will chair the board.

(4) Selection will be based on the content of written nominations.

(5) The board recommendation will be forwarded to the Director for approval/disapproval. Candidate nominations will be attached to the recommendation.

b. SOY

(1) Nominations will be submitted to the Chairperson, SOY Board via the nominee's Department Head. Written nomination may be submitted by any command employee. Nominations are due to the board chairperson no later than 10 days following the end of the calendar year. Candidate nominations will be reviewed by the command SOY Board.

(2) Nominations will be submitted in writing, per the format outlined in paragraph five and must be for the year (1 January through 31 December). Additionally, since the four previously selected SOQs are automatically eligible to compete in the SOY competition, Department Heads are responsible for updating the nomination letters to include the entire calendar year and resubmit per paragraph 2b (1) above. (Note: Sailors that have reflected the traits listed in paragraph 1b throughout the year are eligible for nomination due to their sustained performance.

(3) The SOY Board will be composed of the Deputy Director, SNO, Department Heads, Senior Enlisted Advisor and all Chief Petty Officers. The SNO will chair the board.

(4) Selection will be based on the content of written nominations.

(5) The board recommendation will be forwarded to the Director for approval/disapproval. Candidate nominations will be attached to the recommendation.

3. Awards

a. SOQ. The selectee will receive recognition as follows:

(1) a letter of Commendation from the Director.

(2) picture displayed on the quarterdeck.

(3) appropriate documentation of the award in the selectee's next performance evaluation.

(4) publicity release to base newspaper and hometown news media, as desired.

(5) authorized 72 hours special liberty (must include a weekend and be coordinated through their Department Head).

(6) automatically eligible to compete in the command SOY program as long as SOY criteria for selection are maintained.

b. SOY. The selectee will receive recognition as follows:

(1) SOY will be awarded a Navy Achievement Medal from the Director's authorized allocation. (If the NAVRESINFOSYSOFF selectee wins the next higher competition, a suitable award will be made at that level instead.)

(2) NAVRESINFOSYSOFF plaque suitably inscribed.

(3) picture displayed on the quarterdeck until next SOY is selected.

(4) appropriate documentation of the award in the selectee's next performance evaluation.

(5) publicity release to base newspaper and hometown news media, as desired.

(6) authorized 96 hours special liberty (must include a weekend and be approved by the Director).

4. Action

a. SOQ. Upon the Director's approval:

(1) the SOQ's Department Head will initiate a Letter of Commendation and forward to SNO.

(2) the Senior Enlisted Advisor will initiate the engraving request for the command plaque.

(3) Admin will forward recognition information to the COMNAVRESFOR Public Affairs Officer for release.

(4) the Senior Enlisted Advisor will arrange an appointment with the Naval Support Activity, New Orleans photographer.

(5) Admin will smooth and route the Letter of Commendation for signature. Once the letter is signed and the plaque is completed, an appropriate award ceremony will be scheduled and conducted.

b. SOY. Upon the Director's approval the Senior Enlisted Advisor will:

(1) have Admin prepare the nomination package for SOY competition. Nominations are due by 15 February each calendar year. Guidelines for submission are provided in reference (b).

(2) initiate an engraving request for the command plaque.

(3) forward recognition information to the COMNAVRESFOR Public Affairs Officer for release.

(4) will arrange an appointment with the Naval Support Activity, New Orleans photographer.

5. Nomination Letter. Enclosure (2) is a sample SOQ/SOY nomination letter: